RESUMIX

The future is now

What is RESUMIX?

- Automated candidate referral system
- Reads and extracts information from resumes
- Matches applicant skills to specific job requirements

RESUMIX IS NOT...

- a substitute for candidate evaluation

- a "buzz word" search engine

- Resumix does not determine who is or who is not qualified for a job

PREPARING YOUR RESUME

- **ARMY'S RESUME BUILDER is the preferred method.**
- **Point and click w/drop down menus**
- **One process for resume and self-nomination**
- **Customer-friendly with lots of aids**
- **More improvements on the horizon**

- **Other methods:**
  - **Email to sc.resume@cpocscr.army.mil**
  - **Hard-copy**

Preparing your Resume

- **Army Resume Builder**
  - http://www.cpol.army.mil

- **SC-CPOC Job Kit**
  - http://cpolrhp.belvoir.army.mil/scr/
  - Under heading - **EMPLOYMENT INFORMATION/Resumix**

Submitting a Resume

- **Use the Army's Resume Builder** located at www.cpol.army.mil

- **E-mail**
  - To: **sc.resume@cpocscr.army.mil**
  - Subject line should read: **Resume**
  - Do not submit as an attachment. Cut and paste into body of E-mail

- **Send via regular mail:**

- **No faxes**

Army's Resume Builder

Army's Resume Builder

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address https://cpol.army.mil/rb/rb_entry.cgi

IMPORTANT BROWSER INFORMATION: You are responsible for the security of your resume. Information you enter in this Resume Builder remains active until you exit the browser. If you leave this computer before exiting the browser, anyone who comes to this computer can access your data by pressing the back button. If this application is still active, someone other than you can submit or make changes to your resume. It is imperative that you exit the browser when you leave this computer. Exit the browser by pressing the x button in the upper right hand corner of this page.

Please select one of the following functions:

Create New Resume	Edit Existing Resume
Display existing Resume	Send out Existing Resume

View Resume Activity Summary

Contact Us

Done

Army's Resume Builder

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Address https://cpol.army.mil/rb/rb_select_choice.cgi

Army Civilian Personnel
Online

Edit Existing Resume

Enter your User id, Personal Identification Number (PIN), and Social Security Number to retrieve your resume for editing. Please note that if you have forgotten this Userid/pin/SSN combination then the resume is inaccessible to you unless you entered a question and answer prompt when you first created or edited your resume. (This feature was added in October 2001).

If you have forgotten your Userid and/or pin and you have previously entered a question and answer then click here.

If you have forgotten your Userid and/or pin and you have NOT previously entered a question and answer then click here.

Please read important userid/pin/SSN Instructions.

Please indicate the format of supplemental data you wish to retrieve.

Userid:

Pin:

SSN:

You must indicate the supplemental data format:

○ **General Supplemental Data** -- used for vacancies announced by all the Civilian Personnel Operations Centers except Korea and Europe

○ **Europe Supplemental Data** -- used for vacancies announced by the Europe Civilian Personnel Operations Center.

Done   Internet

Army's Resume Builder

Army Civilian Resume Builder - Microsoft Internet Explorer

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Address https://cpol.army.mil/rb/rb_select_choice.cgi

Edit Existing Resume

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If you have forgotten your Userid and/or pin and you have previously entered a question and answer then click here.

If you have forgotten your Userid and/or pin and you have NOT previously entered a question and answer then click here.

Please read important userid/pin/SSN Instructions.

Please indicate the format of supplemental data you wish to retrieve.

Userid:
goober57

Pin:
****

SSN:
123 - 45 - 9889

You must indicate the supplemental data format:

⦿ **General Supplemental Data** -- used for vacancies announced by all the Civilian Personnel Operations Centers except Korea and Europe

○ **Europe Supplemental Data** -- used for vacancies announced by the Europe Civilian Personnel Operations Center.

○ **Korea Supplemental Data** -- used for vacancies announced by the Korea Civilian Personnel Operations Center.

Done   Internet

Army's Resume Builder

File   Edit   View   Favorites   Tools   Help

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Address https://cpol.army.mil/rb/rb_get_resume.cgi

Note: An * denotes a required field.

I - Personal Information

Please note that changes have been made to the fields within this section. Please review the information and make any necessary changes prior to saving and sending your resume. Thank you.

* **Name**: [Help]
First Name: ron   Middle Name: [   ]   Last Name: goober
Trailer: [   ]

* **Mailing Address:** [Help]
Enter only your street address or P.O. Box in these blocks. **Do Not** enter your city, state, zip or country in these blocks. You will enter them in the city, state, zip and country code blocks that follow these fields.
222 goober st

* **City/APO/FPO**: [Help] goober   * **State**: Al -Alabama

Done   Internet

Army's Resume Builder

File   Edit   View   Favorites   Tools   Help

Back   Forward   Stop   Refresh   Home   Search   Favorites   History   Mail   Print   Edit   Discuss

Address https://cpol.army.mil/rb/rb_get_resume.cgi

V - General Supplemental Data Area

An * denotes a required field. THIS REQUIRED INFORMATION MUST BE SUBMITTED WITH YOUR RESUME. YOUR RESUME WILL NOT BE PROCESSED WITHOUT IT.

* 1. Citizenship: US Citizen

* 2. Are you a current permanent Federal civil service employee?: Yes

If **no**, skip to question 3.
If yes, are you a current permanent civil service employee of the Department of the Army? Yes/No Yes

If **no**, skip to question 3.
If yes, select the CPOC that services you from the list below. If you are a current permanent Army employee and are serviced by a Federal Agency Personnel office other than one of the listed CPOCs, select "Other Personnel Office" from the list below.
South Central CPOC

3. Highest Federal civilian grade held on a permanent appointment (Used primarily for determining time-in-grade): Help
Pay plan: GS **and Grade:** 12
Number of months you held this grade: 9
Dates highest grade held. The system only accepts dates in these fields. For 'To:' enter 11/11/1111 to reflect present employment.
From: (Format: MM/DD/YYYY) 04/02/1991

Done   Internet

Army's Resume Builder

File   Edit   View   Favorites   Tools   Help

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Address https://cpol.army.mil/rb/rb_get_resume.cgi

☐ **Temp promotion up to 5 yrs**

Click here to save your resume if you do not wish to apply for overseas postions or to the West CPOC.

Click here to answer questions 22-26 which are required to apply for positions serviced by West CPOC.

Complete the information below if you are interested in overseas positions.

14. Please complete both entries.
Sponsor: [▼]
Relationship to Sponsor e.g., spouse, child. Specify:
[   ]

15. Sponsor's DEROS: (Format: MM/DD/YYYY) [   ] [Help]

16. Do you hold dual nationality with any country outside the USA? [▼]

   If yes, which country: [   ]

Done   Internet

Army's Resume Builder

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address https://cpol.army.mil/rb/rb_get_resume.cgi#SAVE_RESUME

APPLICANT CERTIFICATION:
I certify that, to the best of my knowledge and belief, all of the information on and attached to this Resume is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this Resume may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

By submitting this Resume you acknowledge your concurrence to the preceding statement.

SAVING YOUR RESUME TO THE DATABASE DOES NOT SEND IT TO A CPOC. PLEASE READ THE INSTRUCTIONS ON THE SCREEN THAT COMES UP AFTER YOU SAVE YOUR RESUME.

Save Resume to database

Army's Resume Builder

Army Civilian Personnel
Online

Department of the Army
Resume Builder
Save Data

Your resume has not been sent to a specific CPOC in response to any vacancy.   It has been saved in the Army Civilian Resume Builder database.
You now have the option to (1) email it to a CPOC or someone else, or (2) edit your resume, or (3) display your resume. The resume you have saved on the Army Civilian Resume Builder database will remain in the database for 180 days from the day you last accessed it.

Application for an open Vacancy Announcement:

If you do not currently have a resume on file with a specific CPOC:
Step 1. Save your resume in the Resume Builder database, (which you have already done).
Step 2. Email your resume to the CPOC to which you wish to apply.   Click here to go to email page, and
Step 3. If applicable, send your self-nomination by the closing date of the announcement.

If you currently have a resume on file at a specific CPOC and have made changes:
Step 1. Email your resume you just saved to the CPOC where you have a resume on file. Click here to go to email page.
Step 2. If applicable, send your self-nomination by the closing date of the announcement.

Army's Resume Builder

File   Edit   View   Favorites   Tools   Help

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Address   https://cpol.army.mil/rb/rb_select_choice.cgi?Submit=Send   Go   Links

Email Existing Resume

Help Text and Email Warning

Step 1: Step 1. Enter your User id, Personal Identification Number (PIN), and Social Security Number. Please note that if you have forgotten this Userid/pin/SSN combination then the resume is inaccessible to you unless you entered a question and answer prompt when you first created or edited your resume. (This feature was added in October 2001).

If you have forgotten your Userid and/or pin and you have previously entered a question and answer then click here.

If you have forgotten your Userid and/or pin and you have NOT previously entered a question and answer then click here.

Please read important Userid/pin Instructions.

Userid:

Pin:

SSN:

Step 2: Check the Civilian Personnel Operations Centers (if any) where you wish consideration. If you already have a resume on file, please do not re-submit your resume unless you have changed jobs, added education or changed your contact (address/phone) information.

Applicants who have a resume on file with CPOC Europe may submit a replacement only on the 1st and 2nd and the 15th and 16th of each month.

☐ **Europe**

☐ **Korea**

☐ **North Central**

☐ **Northeast**

☐ **Pacific**

Done   Internet

Army's Resume Builder

File   Edit   View   Favorites   Tools   Help

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Address   https://cpol.army.mil/rb/rb_select_choice.cgi?Submit=Send

Remember to review the How to Apply instructions for each specific vacancy announcement.

Note: The email address saved in your resume is the one the CPOC will use to correspond with you. Please be sure your email address is valid.

☑ **South Central**

Southeast click here

☐ **Southwest**

☐ **West**

Step 3: Enter other email address(es) where you would like your resume sent. Enter your own email address if you want to receive a copy of what you have sent.

Please identify the supplemental data format you want to accompany your resume to email addresses you enter below.

⊙ **General Supplemental Data** -- used for vacancies announced by all the Civilian Personnel Operations Centers except Korea and Europe

○ **Europe Supplemental Data** -- used for vacancies announced by the Europe Civilian Personnel Operations Center.

○ **Korea Supplemental Data** -- used for vacancies announced by the Korea Civilian Personnel Operations Center.

Enter email address(s):

1: DO NOT PUT SC.RESUME@CPOCSCR.ARMY.MIL

2:

3:

Done

Army's Resume Builder

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Address https://cpol.army.mil/rb/rb_get_email.cgi

Army Civilian Personnel
Online

Department of the Army
Resume Builder
Sent Resume Confirmation

We have received your resume!
This only confirms receipt, not that it has been processed.

Recommend you return to the Resume Builder Main Menu Page and
select "View Resume Activity Summary" . The Resume Activity
Summary displays, by date and type of activity, all the times you accessed
your resume. This is a handy tool to see exactly when you last edited and
where you submitted your resume.

Thank you for using Army Civilian Personnel On-Line and the
Army Civilian Resume Builder

Return to Resume Builder Main Menu Page

Army Civilian Personnel Online (CPOL)

Done   Internet

Submitting a Self Nomination

- Use **Self nomination button** located at the bottom of CPOL vacancy announcement

- **E-mail**

  - To: **selfnom@cpocscr.army.mil**
  - Subject line should read: **Selfnom (followed by announcement number)**

    - Do not submit as an attachment. Cut and paste into body
    of E-mail

- **Fax to:** 256-955-9130 or DSN 645-9130

SELF-NOMINATION FORM

File Edit View Favorites Tools Help

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Address http://cpol.army.mil/va/scripts/self_nom.cgi

Self-Nomination Form

Do not enter special characters such as a single quote within any of the fields below.

Name: (First | Middle | Last) (Separate each name with a space.)

Phone Number:
Home:
Work:

Social Security Number: - -

Your E-Mail Address:

Announcement Number: S02DN1086538MS4

Position Title: INFORMATION TECHNOLOGY SPECIALIST (SYSANALYSIS)

Pay Plan: GS   **Series:** 2210   **Grade:** 12

Typing Speed: WPM
Steno Dictation Speed: WPM

Positive Education Requirement or Screenout element for the position
(complete for positions that require positive education or have a screenout element identified. See Vacancy Announcement for particular requirements):

Done   Internet

Applicant Notification

- **ROAR**
  (For vacancies that close on or before August 14)

- **ANSWER**
  (For vacancies that close on or after August 15)

Manager Responsibilities

- Submit Request for Personnel Action (RPA)
- Identify special job requirements
- Review skills with CPAC
- Coordinate referral strategy with CPAC/CPOC

Job Search Criteria

- **Required Skills**
  - Job-related skills that an applicant MUST possess to successfully perform the duties of the position

- **Desired Skills**
  - Additional job-related skills identified by management that will further enhance job performance, but are not required.

  NOTE: All skills must be supported by the duties and responsibilities identified in the Position Description
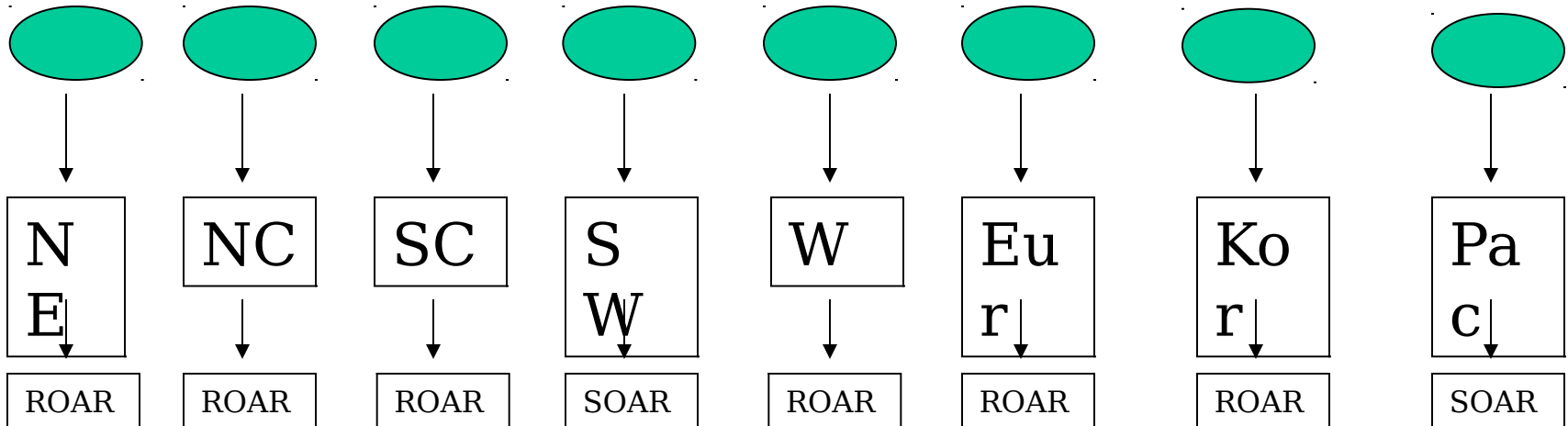
What's New

- Centralization of CONUS Resumix databases
- ANSWER- <u>A</u>pplicant <u>N</u>otification <u>S</u>ystem <u>W</u>eb-<u>E</u>nabled <u>R</u>esponse
- Web-based Referral System
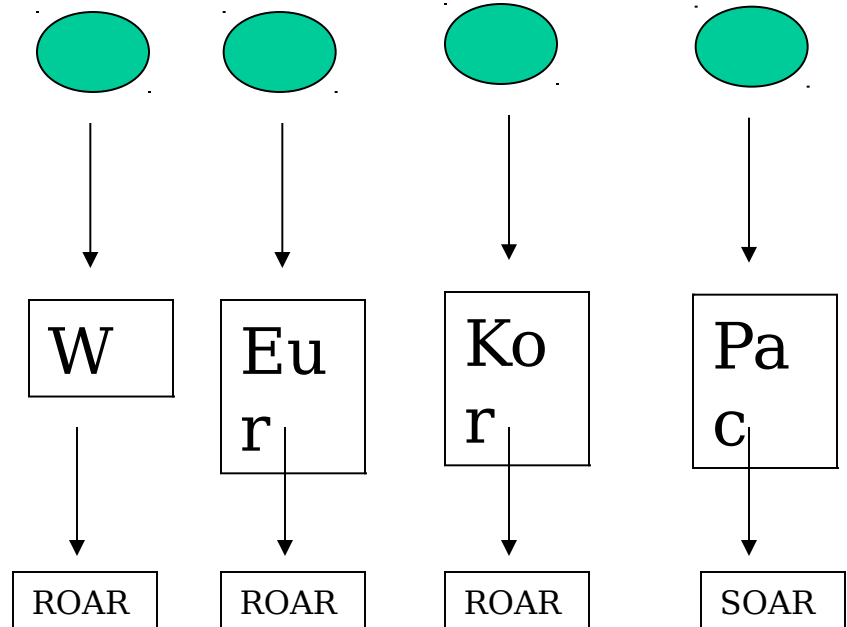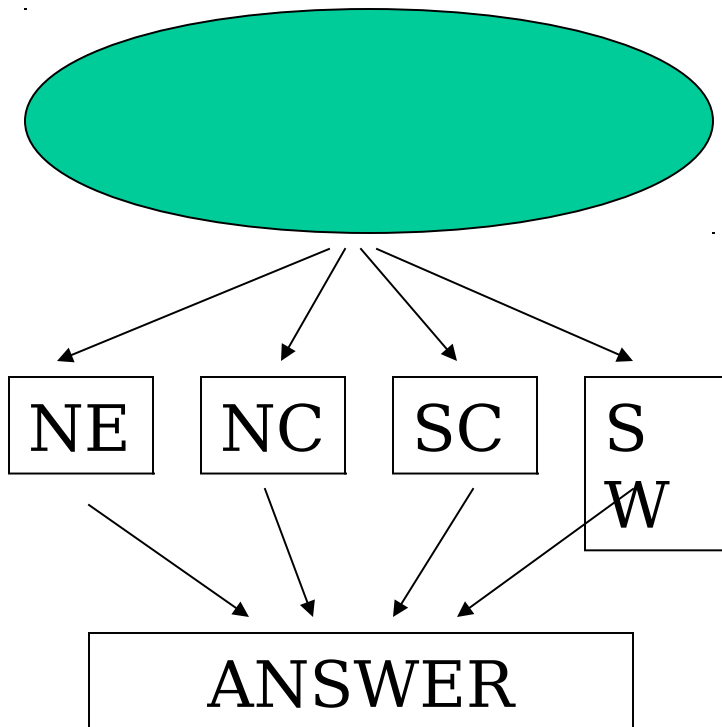- Standard Vacancy Announcement Numbering Convention

From This:

NE	NC	SC	SW	W	Eur	Kor	Pac
ROAR	ROAR	ROAR	SOAR	ROAR	ROAR	ROAR	SOAR

To This:

CENTRAL RESUMIX DATABASE

Before

- **Multiple locations**
- **Different procedures**
- **Inconsistent feedback to applicants**
- **Different supplemental requirements**
- **Applicant confusion with Resumix process**
- **Manual resume processing**

After

- **Single Army location**
- **One procedure for all**
- **New, enhanced feedback system**
- **Common supplemental forms**
- **Standardized processes and procedures**
- **Automated resume processing - virtually instant applicant notification**

ANSWER

Applicant Notification System Web-Enabled Response

ANSWER

Applicant Notification System Web-Enabled Response

ANSWER - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Back   Forward   Stop   Refresh   Home   Search   Favorites   History   Mail   Print   Edit   Discuss

Address: https://cpsrxtp.belvoir.army.mil/staffing/answer/online/apps/default.asp

Links »

ANSWER 1.0

Friday, July 19, 2002

▷ **ANSWER Home**

Welcome to **ANSWER!** From this page you may view the status of your resume, your referral preferences and status of the jobs for which you have applied. You may also view the resume and supplemental information currently on file in the Central Resumix database.
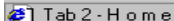
Repeat user:

Userid:

Password:

Logon!

NEW user   click here

CPAC user   click here

Contact us

Answer-Home

Internet

ANSWER

Applicant Notification System Web-Enabled Response

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Address https://cpsrxtp.belvoir.army.mil/staffing/answer/online/apps/default.asp   Go   Links »

ANSWER 1.0   ANSWER   Online-Help

Answer Home   ▷   **Applicant Info**   Answer Mail

Resume Status   Referral Preferences | Jobs Applied   View Resume | View Supplemental Data   GOOBER57

The resume shown below is what we currently have on file for you. It is the resume used in determining your eligibility and qualifications for consideration. It is also the resume th

If you need to make a change, please do so using the Army Civilian Resume Builder. Otherwise you will need to resubmit your resume via e-mail or surface mail as instructed in

Resume

ron goober
222 goober st
goober, AL 32456 USA
Work: 256-842-000
Home: 256-464-0000
Email Address: bubba@earthlinky.net
Typing words per minute: 50 Steno words per minute: 100
WORK EXPERIENCE:
May we contact your current Employer? Yes

12/01/80 to 11/11/1111. , goober keeper, DP-0855-03. goober. , , , .
Kept goobers, but only the best goobers.

EDUCATION:
Doctorate Degree M.S., 1985, Business, Goober State, A.A., 1980, Business, Okaloosa-Walton Jr. College, B.A., 1983, Business , University of West Florida, 75 , MC.

LICENSES/CERTIFICATES:
Goober Keeper certified.
OTHER INFORMATION:
rrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrr

Tab 2 - H o m e   Internet

ANSWER

Applicant Notification System Web-Enabled Response

ANSWER - Microsoft Internet Explorer

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Address https://cpsrxtp.belvoir.army.mil/staffing/answer/online/apps/default.asp

ANSWER 1.0   ANSWER   Online-Help

Answer Home   ▶ **Applicant Info**   Answer Mail

Resume Status | Referral Preferences | Jobs Applied | View Resume | View Supplemental Data   GOOBER57

The information below is what you provided the last time you updated your Supplemental Information. If you need to make a change, please do so using the Army Civilian Resume Builder. Otherwise you will need to resubmit your resume with the changed supplemental data by e-mail or surface mail as instructed in the announcement.

Supplemental Data   ron goober

Birth Date	12/1/1957
Citizenship	U.S. Citizen, includes U.S. Nationals
Current Perm Fed Employee	Yes
Date EXT Appraisal	1/1/2002
Dual Nationality	
Employment Type Pref	Permanent
Fully Sat EXT Appraisal	No
Priority Consideration	
Qualified Steno	100
Qualified Typist	50 Yes
Date arrive Host Country	
Months High Grade Held	9
Veteran Preference	1
Work Schedule Preference	Full-Time
EEO Sex	1
EEO Minority	6
Sponsor	
Relationship to Sponsor	
Sponsor DEROS	
Country of Dual Nationality	
Work Permit	

Tab 2 - H o m e   Internet

ANSWER

Applicant Notification System Web-Enabled Response

FREQUENTLY ASKED QUESTIONS (FAQs)

Q. Am I required to submit a new resume to the Centralized Resumix Database if I already have a resume on file with the South Central CPOC or another CPOC?

A. The most recent resume processed into any of the CPOC's will be the resume of record when the transition is complete.

Q. Why should I use the Army Resume Builder?

A. The use of the Army Resume Builder ensures that your resume is developed in a uniform manner and conforms to the proper format for processing.

FREQUENTLY ASKED QUESTIONS (FAQs)

Q. What Happens if I lose my Password?

A. The Army's Resume Builder and ANSWER use the same ID and password. Both applications have a password retrieval feature.

Q. How many resumes may I have on file at one time?

A. There can only be one resume on file at any given time in the Centralized Resumix database.

FREQUENTLY ASKED QUESTIONS (FAQs)

Q. Is it necessary to send Supplemental Data with my resume?

A. Yes. If you do not submit Supplemental Data, or the Supplemental Data is incomplete, your resume will not be processed.

Q. Is the supplemental data sheet included in the three-page limit of the length of my resume?

A. No, the supplemental form is in addition to the three-page limit of the resume.

FREQUENTLY ASKED QUESTIONS (FAQs)

Q. What if there is a system outage of the Resumix database?

A. Resumes will be put into a pending box to be processed. When the system comes back up, they will process into the database .

Q. How will I know if there is a problem with my resume or self-nomination?

A. You will only receive an additional notification if your resume or self-nomination <u>cannot</u> be processed.

Q. Will ROAR still be available to update my

resume?

A. No, not after the centralization of Resumix.

Resume updates may be made via the Army's

Resume Builder.